

SOUTHWEST IOWA PLANNING COUNCIL

SWIPCO Policy Council Meeting

April 24, 2025, 1:30 p.m.
SWIPCO Conference Room (1501 SW 7th St., Atlantic, IA)
OR via Zoom

Minutes

1. **Call to Order.** Chair Green called the meeting to order at 1:39 p.m.
2. **Roll Call.** SWIPCO Policy Council Members Present: Fran Brannan, Richard Crouch, Grace Garrett, Joe George, Steve Green, Ross Hastert, AJ Lyman, Todd Maher, Susan Miller, Charlie Parkhurst, Jenna Ramsey, Jeff Shearer, Susan Shepherd, Tony Smith, Sherman Struble, Todd Valline. SWIPCO staff members present; Daurine Petersen, Mark Lander, Rhonda Brown, John McCurdy, Chris Parks. Others in attendance: Rachel Goettsch, MAPA.
3. **Discuss/Approve Agenda.** McCurdy stated that an item should be added to approve Ross Hastert as a 2nd Representative for Shelby County. He was just recently approved by the Shelby County Board of Supervisors. Chair Green suggested it be included as item 3B. Garrett moved to approve the amended agenda to include approval of Hastert. George seconded. The motion passed with all ayes.
- 3B. **Approve Ross Hastert as a 2nd Representative for Shelby County on SWIPCO Policy Council.** Parkhurst moved to approve Hastert as a 2nd Representative. Struble seconded. The motion passed with all ayes.
4. **Public Hearing – Iowa DOT Consolidated Funding Grant Application.** Lander opened the hearing by reading the funding request numbers from the application and explaining where those numbers come from. Valline moved to close the hearing at 1:50 p.m. Parkhurst seconded. The motion passed with all ayes.
5. **Discuss/Approve Minutes – March 27, 2025.** Miller moved to approve the March 27th meeting minutes. Ramsey seconded. The motion passed with all ayes.
6. **Discuss/Approve Financial Report.** Brown discussed the financial report. In community development she pointed out contract services that were paid for lead reimbursement and RPA Quarter 3 request. On the expense side she highlighted grant expense which was for the lead program. In Transit she pointed out FTA money pending and McCurdy discussed bus depreciation. Struble moved to approve the financial report. Crouch seconded. The motion passed with all ayes.
7. **Discuss/Approve Payment of Bills.** Payments that were highlighted were the two payments for our recent business loans and one for and engine replacement that was approved at the last meeting. Struble moved to approve payment of bills. Crouch seconded. The motion passed with all ayes.
8. **Discuss/Approve Agency Expenditures, None**
9. **Appoint Budget Committee.** McCurdy discussed the budget timeline and process. Those who volunteered to be on the budget committee were Steve Green, Susan Miller, Joe George, Ross Hastert, and Jenna Ramsey. Parkhurst moved to approve the volunteers to the budget committee. Valline seconded. The motion passed with all ayes.
10. **Approve the Iowa DOT Consolidated Funding Application Authorizing Resolution.** George moved to authorize the funding application resolution. Miller seconded. Roll call vote all in favor: Fran Brannan, Richard Crouch, Grace Garrett, Joe George, Steve Green, Ross Hastert, Todd Maher, Susan Miller, Charlie Parkhurst, Jenna Ramsey, Jeff Shearer, Susan Shepherd, Tony Smith, Sherman Struble, Todd Valline.
11. **Discuss/Approve SWITA Driver and SWIPCO Staff Amended Dress Codes.** McCurdy discussed updates to both the SWITA Driver and SWIPCO staff dress codes. Driver changes were mostly just to

require some form of identifying SWITA clothing. More items will be given to new hires, and a store will be opened twice a year for drivers to purchase more apparel. SWIPCO staff dress code was affected and became lax during the pandemic. This update brings things back to a higher standard, while also modernizing to a dress for your day policy. Parkhurst moved to approve the two amended dress codes. Hastert seconded. The motion passed with all ayes.

12. Discuss/Approve Amendment to Agency Policy Regarding Return to Work and Fit for Duty Testing. McCurdy discussed that fit for duty scenarios had been handled on a case-by-case basis before but staff felt like it was time for a policy to be put in place. This often applies to cognitive concern scenarios. The local hospital has the capacity to perform all the necessary testing and a process for being approved as fit for duty is spelled out. Miller stated that these things can often change, and the policy may have to morph over time. Struble moved to approve the policy. Ramsey seconded. The motion passed with all ayes.

13. Discuss/Approve Executive Director Annual Compensation. The executive committee discussed meeting prior to the meeting to discuss performance. They felt it was a good discussion and recommended a 3% increase for McCurdy. This will be applicable retroactive to April 1st. Garrett moved to approve the recommended 3% increase. Ramsey seconded. The motion passed with all ayes.

14. Transit Report. Lander said that ride numbers had just come in and were 57,755 for March of 2025. It was a fairly normal month but did include a couple of snow days.

15. Planning Report. McCurdy delivered the planning report and stated that Erin Hudson is currently on paid leave. Dani Briggs will soon be going on maternity leave so they have been preparing for her absence. McCurdy stated if anyone had planning related needs they should contact him for the time being. He also mentioned a ribbon cutting that was to take place the following day for the Mondamin Water Treatment facility.

16. Housing and Southwest Iowa Housing Trust Fund Report. McCurdy discussed some of the difficulties with the lead program restrictions and paperwork load. He said that has been brought up with legislators as something that could be targeted for improvement and make delivering results for people more effective.

17. Business RLF Report. McCurdy discussed the two recent loans having their funds out and first payments from them coming in. He said with some interest return now coming in off those funds it will help cover admin of the program and provide more opportunity. He has heard more from other entities about approaching micro lending possibilities and that could be something that develops moving forward.

18. Director's Report. McCurdy stated that he has been very busy with a lot of projects and changes being addressed.

19. Public Comment Period. None.

20. Board Sharing. Miller appreciated SWIPCO/SWITA presenting at the Pottawattamie County Board of Supervisors recent meeting. She said it was very eye-opening for some members, and she sees the value in reminding counties what SWIPCO/SWITA do.

21. Other Business. None.

22. Adjourn. Struble moved to adjourn. Maher seconded. The motion passed with all ayes.

Chair Green adjourned the meeting at 2:31 p.m.

TRANSIT REPORT 04-24-2025 Policy Council Meeting

Numbers are estimated and not yet finalized. Rides—56,786(estimated) Miles—190,813 Hours—9200

Student—6,922

Taxis—5493

Workroutes--6776

Planning Report

Upper Story

Missouri Valley –received invoices and going to submit if they are in line with what is needed

Other CDBG

Glenwood DTR – construction started – working in paperwork - scope of work has changed on a couple of buildings
Malvern Daycare Community Facilities –working on paperwork

Water/Sewer

Randolph –contractor is unresponsive; city is holding them in breach of contract and will not pay retainage and is going after their performance/payment bonds – contractor only has one punch list item to do so no one is sure why it didn't get done

Mondamin –city needs to do audit, otherwise final and substantial approval/completions are done

Essex – still waiting on SHPO – should be cleared next week

Atlantic – no DNR permit so can't go to bid yet – been waiting 9 months

Harlan – monitoring went well, need to do employee interviews

Other

ARDPH Atlantic – meetings held once again – hopefully paperwork goes through this time

Elliott Food Pantry – money is almost spent

Disaster Recovery

Glenwood Infill Lots

401 ½ Birch – need surveyor to be able to get property into Mark Hughes' name

Wabash Landing Malvern – finishing infrastructure; have the go-ahead once it's done to start building homes

North Ridge Acres Hamburg – stagnant

712 Lofts Glenwood – still working on getting income verifications – this is a slow process – need 14

Burr Oak Glenwood – finals should be approved on Wednesday April 23 to get this in the close out phase

Arbor Hills Glenwood – URA RFP's are out and moving. All houses now closed or in a purchase agreement.

Buyouts – FEMA was the holdup – back in business – review is complete

Comprehensive Plans

Missouri Valley – steering committee on April 30

Atlantic –pushing out a Chuuk survey – otherwise putting together all day

Harrison County – committee reviewing all information and notes – will meet after Dani's maternity leave

Villisca Bridge Study

Mostly done

HMP

Montgomery County – getting information from all cities and in process of writing plan

Harrison – pursuing own grant funding for own plan – submitting own notice of intent but has not yet

Cass – reached out about their plan; Dani assisted in the application, and it's been submitted to the state

Zoning

Dunlap –SWIPCO waiting on a contract for a zoning map. We have sent a final draft of the zoning code.

Missouri Valley – meeting this week to review and go over needs

Glenwood – no movement on zoning still needs passed – will explore a zoning map in the future

Atlantic – will present draft at the May meeting

Treynor – met this week and presented the final draft.

Codes

Harrison County

Villisca

Wiota
Pacific Junction
Walnut
Braddyville
Mondamin

Malvern
Panama
Marne
Hamburg
Hastings

Stanton Code – working on this with a city council member. A draft is being repaired and will be reviewed with her soon.

May 1, 2025

Little Sioux
Defiance
Hastings

Persia – we are hopeful. They don't need a DNR permit b/c it is so small. We are asking DNR for a letter stating that. USDA funding isn't in place, but it will be. We are asking USDA for a letter stating that.

MO Valley

Elk Horn is out – their engineers emailed on 4/22 saying they are not ready with final design and drawings.

Macedonia is out – they can receive a 100% funded USDA grant

Oakland is out – they do not have their DNR permit. It is needed now before the submission.

RPA Special Project – trail mapping

They have a few kinks but are working them out. We have had conversations, and they will still be completed on time.

Shelby Housing Assessment

Working on a Housing Assessment for the city of Shelby. This is due near the beginning of May and is a part of the Thriving Community grant to be submitted. Focus groups, community meetings and surveys have gone out. Responses are coming in and the report has been started. A housing stock assessment has been started as well. This is a short-time frame due to grant due May 12. Things are moving along and going well

Shelby Thriving Community Grant

This is a grant being written for the city of Shelby to assist them in obtaining points for the Workforce Housing Tax Credit Program.

SWIPCO Policy Council —April 24, 2025

HOUSING REPORT:

- Lead Abatement (HUD)
 - 6 completed
 - 6 in construction process
 - 2 in bid process
- Council Bluffs CDBG
 - 107 inspections to date
 - 94 completed
- RENTAL INSPECTIONS
 - Red Oak, Malvern, Stanton, Sidney, Missouri Valley
- BUILDING PERMITS
 - Red Oak, Stanton, Sidney
- DANGEROUS BUILDING INSPECTIONS
 - Ongoing

HOUSING TRUST FUND:

- SMALL REPAIR PROJECTS
 - 2024 IFA
 - Homeownership Assistance completed: 22 closed
 - Repair: 17 completed; 3 in process
 - 2025 IFA
 - Homeownership Assistance completed: 12 closed
 - IFA HRPP (Home Repair Pilot Program) 2023-2024
 - Project complete
 - IFA HRPP (Home Repair Pilot Program) 2025
 - In progress
 - 2024 Iowa West
 - 6 completed; 2 under construction
 - 2023 FHLB
 - 12 completed; 6 under construction; 1 awarded
- HOMES FOR IOWA
 - 1 applicant, Massena
- DEMO
 - Remaining funds: \$11,241 in 2024 grant, 4 approved for demo. Will utilize funds from 2025 grant.